

1 OCTOBER 1997



Personnel

UNIT PLAQUE AWARDS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

NOTICE: This publication is available digitally on the SAF/AAD WWW site at: <http://afpubs.hq.af.mil>. If you lack access, contact your Publishing Distribution Office (PDO).

OPR: HQ USAF/ILVQ (Mr. Tony Jurney)
Supersedes AFI 36-2853, July 1994

Certified by: HQ USAF/ILV (Mr. Arthur J. Myers)
Pages: 4
Distribution:

The purpose of the unit plaque award program is to standardize and protect official Air Force heraldry. It is Air Force policy that all Major Command (MAJCOM), Numbered Air Force, Center, Wing, Group, and operational squadron (flying, missile, space, etc.) heraldry be a part of this program. This instruction implements AFD 36-28, *Awards and Decorations Programs*, for unit award programs. It tells how to pay for and present all unit plaques that include standardized Air Force heraldry. It applies to everyone who uses appropriated funds (APF) for purchase of official plaques as well as those who use funds other than APF to buy plaques with official Air Force heraldry for unofficial presentations. This instruction does not cover trophies, plaques, and other gifts or awards that do not contain the official Air Force heraldry.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

This instruction includes revised guidance to clarify the intent and scope of the Air Force Unit Award Plaque program. It deletes the requirement for units, other than those listed above, not currently in the plaque program to submit requests through Air Force Historian to obtain official heraldry. It also establishes procedures for using IMPAC cards to purchase official plaques off of the standard contract. Office symbols for responsible agencies were updated where necessary.

1. Processing:

1.1. When To Use the Official Plaque . Anytime a plaque that includes official Air Force heraldry is given on behalf of an Air Force organization, it must be of the uniform approved design. This covers unit heraldry plaques purchased with APF for official presentation as well as those purchased with funds other than APF for unofficial presentations (e.g., going away or retirement gifts).

1.2. Paying for Plaques:

1.2.1. Follow procedures in AFI 65-601, volume 1, *Budget Guidance and Procedures*, concerning use of APF to purchase awards and gifts.

1.2.1.1. Use APF to buy the official plaques presented at official awards ceremonies (for example, Airman of the Quarter, Civilian of the Quarter, Junior Officer of the Year, Spirit Awards, and so on). Refer to AFI 36-2805, *Special Trophies and Awards*, for guidance.

1.2.1.2. Use funds other than APF to pay for plaques containing official heraldry for unofficial presentations (such as permanent change of station, retirement, etc.) **NOTE:** If the plaque is to contain official heraldry, you may only use approved plaques purchased through Installation Services (SV) retail outlets. If you have questions about types of funds to use, contact the local financial management office.

1.2.2. APF International Merchant Purchasing Authorization Card (IMPAC) cards may be used to purchase plaques directly from the standard contract by contacting the 11th Wing Contracting Office (11 CONS/LGCV) at DSN 297-8039 for control number and instructions.

1.2.2.1. Units cannot use IMPAC cards to purchase plaques from nonappropriated fund (NAF) retail outlets (e.g., Base Skills Development Centers) because a central contract with lower pricing exists.

1.3. Presentation of Gifts Other Than Plaques. This instruction does not limit or restrict the presentation of personal gifts other than plaques containing official heraldry.

2. Responsibilities:

2.1. HQ USAF:

2.1.1. HQ USAF/CC approves all heraldry designs.

2.1.2. The Air Force Historian (HQ USAF/HO) tells USAF/CC when heraldry has been certified.

2.1.3. Directorate of Services (HQ USAF/ILV):

2.1.3.1. Develops policy involving plaques in coordination with HQ USAF/DP.

2.1.3.2. Pays for the prototype for each unit plaque and a first plaque for each unit.

2.1.3.3. Monitors MAJCOM and installation compliance with plaque program.

2.2. 11 CONS/LGCV:

2.2.1. Makes sure that there is an Air Force-wide, multiple-user requirements contract for heraldry plaques that meet the requirements for APF and NAF purchases.

2.2.2. Assigns a control number for all plaque orders.

2.3. Unit Commanders:

2.3.1. Those with approved official heraldry follow the procedures in this instruction.

2.3.2. Those operational squadron or higher headquarters commanders without approved heraldry submit requests for official heraldry to the Air Force Historical Research Agency (AFHRA/RS) using AFI 84-101, *Historical Products, Services, and Requirements*.

2.3.3. Determine the unit's annual requirements for plaques with official heraldry.

- 2.3.4. Make sure that their people place orders using the proper procurement systems.
- 2.3.5. When presenting plaques with unit heraldry, use only those plaques with official heraldry, obtained from the authorized supplier for unit presentations.
- 2.3.6. Provide APF for organizational and unit plaques that are used for official purposes.
- 2.3.7. Ensure that plaques purchased with APF are used for authorized purposes and official presentations.
- 2.3.8. Submit required receiving reports to the servicing accounting and finance office when he or she receives plaques purchased with APF.
- 2.3.9. When using APF IMPAC card, ensure that a copy of the contractor's invoice that accompanies order is returned to 11 CONS/LGCV at Bolling AFB.
- 2.3.10. Provide funds for engraving personalized plates on plaques.

2.4. Base SV:

- 2.4.1. Helps units order plaques through base contracting offices.
- 2.4.2. Helps base contracting offices prepare delivery orders for suppliers under the contract.
- 2.4.3. Provides for the sale of approved plaques at SV retail outlets.
- 2.4.4. Makes sure people in NAF contracting offices follow the procedures in this instruction and that orders placed against the master requirements contract follow contracting procedures.
- 2.4.5. Ensures that the SV contracting office resolves discrepancies with NAF orders and the base contracting officer resolves discrepancies with APF orders.

WILLIAM P. HALLIN, Lt General, USAF
DCS/Installations & Logistics

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, AND ACRONYMS

References

AFPD 36-28, *Awards and Decorations Programs*

AFI 36-2805, *Special Trophies and Awards*

AFI 65-601V1, *Budget Guidance and Procedures*

AFI 84-101, *Historical Products, Services, and Requirements*

Abbreviations and Acronyms

AFI—Air Force Instruction

AFHRA/RS—Air Force Historical Research Agency

AFPD—Air Force Policy Directive

APF—appropriated funds

CC—Chief of Staff

DSN—Defense Switched Network

HQ—Headquarters

HQ USAF/DP—Air Force Director of Personnel

HQ USAF/HO—Air Force Historian

HQ USAF/ILV—Air Force Director of Services

IMPAC—International Merchant Purchasing Authorization Card

NAF—nonappropriated fund

SV—Services

USAF—United States Air Force